

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 99-4.14 **Use of City Hall Plaza and Kiosk**

Adopted November 15, 1999

Revised October 21, 2002

Revised October 17, 2005

Affirmed November 3, 2008

Revised November 7, 2011

4.14.010 **Purpose**

This policy establishes the process, rules, and regulations for the use of the City Hall plaza as a place for festivals, events, and public assembly and for the use of the kiosk by non-profits for distributing information, selling tickets, promoting events, and conducting fund raisers.

4.14.020 **Definitions**

- a. Official public notices - Address governmental and public institutional activities.
- b. Non-public notices - All others of general interest to the community.
- c. Community event or activity - An activity or event of general interest to the community where participation or attendance is not restricted to a particular interest group.
- d. Nonprofit - A community organization which either has a 501-C-3 designation or operates as a nonprofit organization.

4.14.030 **Policy**

The following guidelines govern the use of the City Hall plaza and kiosk:

Council Policy 99-4.14

- a. The City Manager is authorized to establish guidelines and issue permits for activities in the plaza which includes the space between the north curb of Madison Avenue to City Hall and west to Sixth Street and east to Fifth Street and for use of the kiosk in the plaza and Madison Avenue between Fifth and Sixth Streets.
- b. The use of the plaza is for activities such as festivals, events, and public assemblies.
- c. Use of the plaza is allowed under the following conditions:
 - 1. The group or organization reserving the space in the plaza must first obtain a permit from the City Manager.
 - 2. The activity must not impede the passage of pedestrians through the area.
 - 3. The City Manager may impose fees for the use of the plaza. If fees are established, this shall be included in the annual fee review for City services.
- d. The City Manager is authorized to establish guidelines and issue permits for activities in the kiosk. The kiosk is for selling and/or displaying information and the use of the kiosk is allowed under the following conditions:
 - 1. The informational panels on the kiosk will be used to post official public notices and to promote community events or activities of general interest.
 - 2. Permission to post a notice must be obtained from the City Manager. Permitted information will be posted by the City Manager's Office within two business days.
 - 3. Notices for illegal activities will not be permitted.
 - 4. Non-public notices must be dated and may not be posted for more than thirty days.
 - 5. The sale of tobacco, alcohol, and other drugs is not permitted in the kiosk.
 - 6. The sale of goods or materials in the kiosk is limited to nonprofit

Council Policy 99-4.14

groups on a first come / first serve basis, or on a lottery system.

7. Use of the kiosk for the sale of goods or materials by any one group is limited to thirty consecutive days each year.
8. The City Manager may impose fees for the use of the kiosk. If fees are established, they shall be included in the annual fee review for City services.

e. Exceptions to these guidelines must be approved by the City Manager.

4.14.040 **Review and Update**

This Policy shall be reviewed every three years by the Assistant to City Manager/City Recorder and updated as appropriate.

Council Policy 99-4.14

Corvallis City Hall Information Kiosk

GUIDELINES FOR USE

The Inside of the Kiosk

DESCRIPTION:

The kiosk has a Dutch door that opens into a small enclosed space equipped with light, electricity, and water. The lower panel of the door is topped with a shelf so that it functions as a counter from which business may be conducted. Opposite this door is a window that can open to allow air circulation.

USE:

Use by individual City departments and nonprofit community organizations is authorized for periods of time not to exceed thirty days. From the kiosk the organization may do such things as distribute information, sell tickets, promote events, and conduct fund raisers; this activity must be staffed at all times.

PROCEDURE:

The City Manager's Office will issue permits for use of the space inside the kiosk. These permits may be issued up to six months before the date of use. Users obtain the keys to the kiosk from the City Manager's Office.

At the end of the permitted use of the kiosk, the inside space and outside area must be immediately cleaned and cleared of all evidence of the event and the keys must be returned to City Manager's Office.

The Outside Plexiglas Covered Panels

DESCRIPTION:

Around the outside of the kiosk are three locked, Plexiglas covered, panels. All keys are kept in the reception area of the City Manager's Office.

USE:

Panel 1: (To the left of kiosk door)
For official public notices.

Panel 2: (To right of the kiosk door)
For promotional information by the group currently signed up to use the kiosk's interior space.

Panel 3: For posters and other written notices about community events – defined as

Council Policy 99-4.14

performances, festivals, displays, and other such events open to the general public. Notices must be dated, contain the name and number of the contact person, and cannot be posted for more than thirty days before the event.

PROCEDURE:

Panel 1 (Left of kiosk door)

Will be managed by the City Manager's Office.

Panel 2 (Right of kiosk door)

Nonprofit groups that have been given a permit to use the inside of the kiosk may promote their event and open hours on panel 2. The representative would obtain a key from City Manager's Office along with the key to the kiosk door. Panel 2 must be cleared of all materials, notices, staples, tacks, and tape when the permit expires and the keys are returned to the City Manager's Office.

Panel 3

Individuals or groups wishing to post a notice may present the information to the City Manager's Office. Once the information is approved by the City Manager, the permitted information will be posted by the City Manager's Office within two business days.

When posting notices, previously posted materials may not be covered or removed unless they are outdated.

The City Manager's Office is assigned to periodically remove outdated notices and left over tape, staples, and tacks.